



Clearance Letter Request Form

The San Ramon Police Department will conduct a local records check and document the results at your request. This service is offered for San Ramon residents only.

Important Instructions:

- Download this form
- Complete all fields below
- Attach a copy of your driver's license or passport
- Bring (in person) to the San Ramon Police Department
- This process will take approximately 7 to 10 business days

Today's date: _____

Last name: _____

First name: _____

Middle name: _____

Date of birth: _____

Social security number: _____

Home telephone number: _____

Alternate telephone number: _____

San Ramon home address: _____

How long have you been a resident of San Ramon? (years/months) _____

Reason for clearance letter: _____
